

## Electronic Approvals – Hiring a Current Employee

**The following actions are required to hire an employee in Banner HR:**

1. Create a Person Record in SPAIDEN.
2. Check NBI JLST to see if the assignment will be an original or current hire and check the previous suffixes, if applicable.
3. Create the employee record and job record using NOAEPAF.

If the employee you are hiring currently works for Mason (or has worked for Mason at some point between July 1, 2002 and now) begin with this manual. Be sure that you have the correct G number and review SPAIDEN (see Entering a New Employee into SPAIDEN) to ensure that all biographical information is up-to-date.

**NOTE:** Sensitive information, such as names, G numbers, and Social Security numbers, is not included in this manual. Please keep in mind that in the live Banner Application all G numbers consist of the letter G followed by 8 digits. If you have any questions about the format of any fields in this manual, please contact the Office of HR & Payroll at (703) 993-2600.

## Navigation Shortcuts



Function	Pull-down Menu Option	Shortcut	Toolbar Icon
Save or Commit	File/Save	F10	1
Rollback	File/Rollback	Shift + F7	2
Select	File/Select	Shift + F3	3
Insert Record	Record/Insert	F6	4
Delete Record	Record/Remove	Shift + F6	5
Previous Record	Record/Previous	Up Arrow	6
Next Record	Record/Next	Down Arrow	7
Previous Block	Block/Previous	Ctrl + Page Up	8
Next Block	Block/Next	Ctrl + Page Down	9
Enter Query	Query/Enter	F7	10
Execute Query	Query/Execute	F8	11
Cancel Query	Query/Cancel	Ctrl + Q	12
Print	File/Print	Shift + F8	13
Exit	File/Exit	Ctrl + Q	14
Next Field	Field/Next	Tab	none
Previous Field	Field/Previous	Shift + Tab	none
List of Values	Help/List	F9	none
Show Keys	Show Shortcut Keys	Ctrl + F1	none

## Step by Step Instructions

1. Type NBIJLST in text box and click **Enter** to check what position number to use.

Go To...  Welcome,

My Banner  
Banner

2. The **Query Date** will auto-populate with today's date. Change the date to 07-01-02 (the start date for Banner) for accurate results.

Employee Job Inquiry NBIJLST

ID:  Ms T Query Date:

Position	Suffix	Begin Date	End Date	Job
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

3. Press both **CONTROL** and **PAGE DOWN** or click the  **NEXT BLOCK** icon to view the fields below.

Employee Job Inquiry NBIJLST

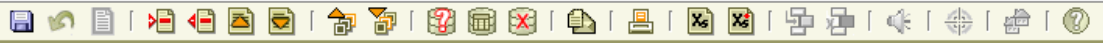
ID:  Ms T Query Date:

Position	Suffix	Begin Date	End Date	Job Ty
SW 3 Z	00	10-JUN-2010	24-AUG-2010	P
>> W 1 Z	00	10-JUN-2010	25-AUG-2010	O

4. You will see a list of jobs the employee has had. If no positions are listed, the employee is an original hire. Consult the appropriate original hire manual.
5. Note the previous position number and suffix combinations. The position number will come from the pooled position look up form. **If you do not know what position number to use, go to the "Pooled Position Lookup Form" under Employee Self-Service in PatriotWeb.** Use the lowest suffix number that has never been used before. (For example, if the position number/suffix combination SW139z/00 has been used and the position number is still SW139z, use the suffix 01).
6. Click **X** at the top right of the screen to return to the **General Menu** screen.

Oracle Developer Forms Runtime - Web: Open > NBIJLST

File Edit Options Block Item Record Query Tools Help

 **X**

- Type **NOAEPAF** in text box and click **Enter** to begin the EPAF process.

Go To...  Welcome,

My Banner

Banner

- This screen auto-populates with the last person you were making entries, so be sure to verify you want to enter an assignment for this person. Enter the correct G number in the ID field.

Electronic Personnel Action NOAEPAF

Pending Change

Proxy For:

ID:  Ms T

Transaction:

Approval Category:

Approval Type:

Generate ID:

Query Date:  Last Paid D

Position:

Suffix:

Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

- Enter the current date in the *Query Date* field and press **Tab**.

(Shortcuts- if you type the letter **T** and press **tab**, today's date will be entered.)

Generate ID:

Query Date:

Position:

Suffix:

Routing | Other Information and Comments

- Enter the appropriate *Approval Category*. By double-clicking the  icon next to *Approval Category* field, the list of acceptable values is displayed. All current hire categories begin with CH% followed by their employee type. Notice that the description of the action is listed after the text field.

- The *Approval Type* is auto-populated according to the *Approval Category* selected.

Pending Change

Proxy For:

ID:  Ms T

Transaction:

Approval Category:

Approval Type:

Generate ID:


Transaction | Default Earnings | Job Labor Distribution | Routing | Other Information and Comments

Applied Status | Field Name

Category Code	Description	Activity Date
CHACTR	Current Hire, Actor	21-NOV-2002
CHADJ	Current Hire, Adjunct	22-JUN-2006
CHGRA	Current Hire, GRA	07-DEC-2002
CHGTA	Current Hire, GTA	07-DEC-2002
CHUMSC	Current Hire, Miss P...	16-NOV-2006


Find %

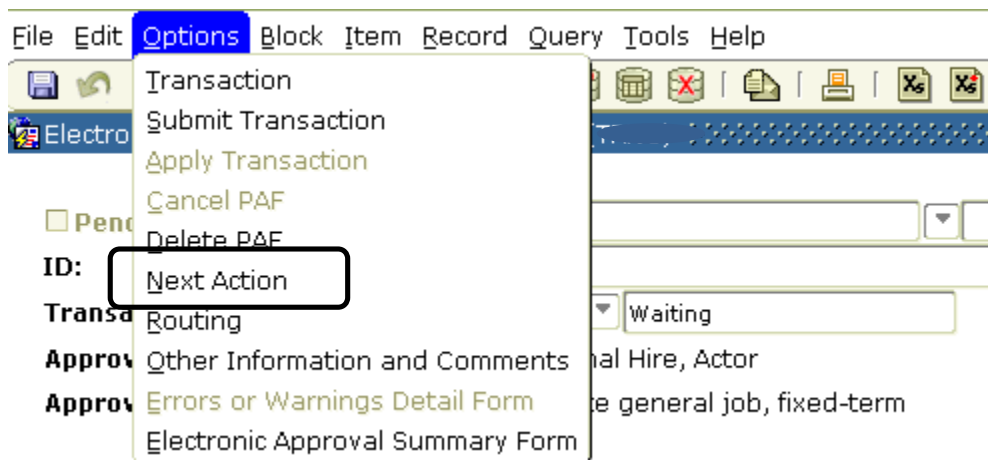
Find | OK | Cancel

12. Press both CONTROL and PAGE DOWN or click the  **NEXT BLOCK icon** to access the next fields. For current hires, there should be data in the current value field. If information appears under current value, **stop** and begin again as a current hire. Some information in the **new value** fields will auto-populate. Most of the fields can remain blank because information already exists for this employee.

Applied Status	Field Name	Current Value	New Value
<input type="checkbox"/>	Employee Status	A	A
<input type="checkbox"/>	Employee Class Code	SW	
<input type="checkbox"/>	Home COAS	1	1
<input type="checkbox"/>	Home Organization	431001	
<input type="checkbox"/>	Distribution Orgn	431001	
<input type="checkbox"/>	District Code	FX	
<input type="checkbox"/>	Current Hire Date	10-JUN-2010	
<input type="checkbox"/>	I9 Form Indicator	R	
<input type="checkbox"/>	I9 Date	10-JUN-2010	
<input type="checkbox"/>	I9 Expiration Date		

- A. **Employee Status** – This will auto-populate to **A** (for active) in the new value field. Do not change.
- B. **Employee Class Code** – The current value information will contain the employee’s current position type. Leave the new value blank.
- C. **Home COAS** (chart of accounts) – This will auto-populate. It cannot be changed.
- D. **Home Organization** – This will auto-populate in the current value field with the organization number of the department where the employee first worked. This is just a label and does not correspond to the org number that will pay the employee for the work in your department. Do not change.
- E. **Distribution Organization** – This is the same number as the **Home Organization**. Do not change.
- F. **District Code** – This will auto-populate in the current value field of the location where the employee first worked. Do not change.
- G. **Current Hire Date** – This will auto-populate in the current value field with the date the employee first started working. Do not change.
- H. **I-9 Form Indicator** – This will auto populate in the current value field. **Be sure your department had a valid I-9, even if the employee has worked for Mason before.** Fill in this information in the new value field. The only acceptable values for this field are:
  - a. **R (received)** - Indicates that the I-9 was completed **prior** to the employee beginning work and that the employee is either a US Citizen or a Permanent Resident
  - b. **T (temporary)** - Indicates that the I-9 was completed and certified by OIPS **prior** to the employee beginning work and that the employee is a Non-Immigrant eligible to work in the United States. This is a required field.
- I. **I-9 Date** – Enter the date the I-9 is completed and/or certified by OIPS. This is a required field.
- J. **I-9 Expiration** – Enter the date **only if the I-9 field is T** (temporary). If the employee is a US Citizen or Permanent Resident, the I-9 expiration date field should be blank. This field will only be completed if the employee is a Non-Immigrant eligible to work in the United States by OIPS.

13. Once you have entered information in all the required fields on the **GENJBF** page, click the **F10** button or the  icon to save.
14. To reach the next fields, select **Next Action** from the **Options** menu.



15. At this point, you can reference the original hire manual for the EPAF type you are entering. All fields going forward are the same for both current and original hires. Refer to step 9 in most manuals.